

**Subject:** RE: IRS - Carlos

**From:** Elisabeth Cutler </O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B79F426C86C247EDADC7EDB012A25EC8-ECUTLER>

**Date:** 11/17/2017 11:58 AM

**To:** Jennifer Quintero <jquintero@ccala.org>, Karla Riddle (kriddle@barkerpacific.com) <kriddle@barkerpacific.com>

**CC:** Suzanne Holley <sholley@downtownla.com>

Hi Karla,

Okay for CCA and IRS to have access to suite 200 today at 6:00pm. Please note there will be no DCBID staff members present tonight and we request that all access points to suite are closed and locked.

Thank you!  
Elisabeth

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**From:** Jennifer Quintero [mailto:jquintero@ccala.org]

**Sent:** Friday, November 17, 2017 8:53 AM

**To:** Elisabeth Cutler

**Subject:** RE: IRS - Carlos

Good Morning Elisabeth!

Not sure if Karla has reached out to you but she needs your "okay" to allow me access to suite 200 at 6pm today J do you mind writing back with confirmation so I can forward along to Karla as proof?

Thank you!  
Jenn

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**From:** Elisabeth Cutler [<mailto:ecutler@downtownla.com>]

**Sent:** Thursday, November 16, 2017 2:16 PM

**To:** Jennifer Quintero

**Subject:** RE: IRS - Carlos

Okay, thanks for the update and getting Carlos to understand as well!

Since CCA moved to the 8<sup>th</sup> floor, we consolidated and moved several items. To assist with your furniture removal tomorrow, please note the following:

- Jessica's old office: no CCA furniture located in this space, moved file cabinets to the adjacent office
  - o The space now stores Carol's artwork and awards
- Consolidated furniture into Tina and Joanne's old workspaces
- IT Room: there are now only 4 items (2 file cabinets, desk, work table) for CCA to remove which has been clearly labeled (everything else, we've either cleared out

or keeping)

- Please don't forget the last office at the end of the hall (Leslie's old office) needs to have all the furniture removed. (We forgot about it when you and I walked the floor with IRS!)

I'm leaving early tomorrow so if you need further clarification, just let me know. Hope this helps the process go a bit faster! Have you arranged for access to the suite tomorrow night? I assume you have since no one will be here.

Thanks!  
Elisabeth

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**From:** Jennifer Quintero [<mailto:jquintero@ccala.org>]  
**Sent:** Thursday, November 16, 2017 10:38 AM  
**To:** Elisabeth Cutler  
**Subject:** IRS - Carlos

Just got off the line with Carlos - he said everything makes sense now - IRS plans to only take CCA items from suite 200 tomorrow as invoiced to lessen the confusion.

Thanks!



**Jennifer Quintero**  
Administrative Coordinator  
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626 Wilshire Blvd., Suite 850, Los Angeles, CA 90017  
*\*Please note our new address\**

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